



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
Office of the Sub-Divisional Officer
Kangsabati Canals Sub-Division No.III
KHATRA ♦ ♦ ♦ BANKURA
Email: - kcsd.iii@gmail.com

NOTICE INVITING QUOTATION:-

N.I.Q NO.: WBIW/ SDO/KCSD-III/NIQ NO - 01 of 2026-27 of The SDO/K.C.SUB-DIVISION NO-III

Memo No. 370

Date. 17.07.2026

Sealed quotations in prescribed format are hereby invited by the S.D.O/Assistant Engineer, Kangsabati Canals Sub-Division No-III, Khatra, Bankura on the behalf of the Governor of West Bengal from the bonafied owner of vehicle(s) for **“Hiring of 1 (ONE) no. Non A.C. MOTOR CAB/MAXI CAB vehicle (Diesel Car/ Diesel jeep) along with driver on monthly hiring (Per Day) basis for official use by the Executive Engineer, Kangsabati canals Division No-II, Khatra, Bankura.”**

1. ELEGIBILITY OF THE QUOTATIONER:

- (i) The intending Quotationers must have to be the owner of the vehicle.
- (ii) The intending Quotationers must have to submit an application on his/her/their letter head along with the valid documents for ownership and contract Carriage Permit / Certificate of Registration viz. Blue Book, Tax clearance Certificate upto date, Pollution Certificate, Insurance Certificate upto Date etc.for verification.

2. STATUS OF THE VEHICLE:

- (i) The vehicle should be in good condition as regard to body and engine with necessary accessories and Bharat Stage- III/IV/VI purchased on or after 01.01.2015 with Diesel Engine and to be provided with an efficient driver having vehicle driving license. The wages and allowances of the driver will have to be paid by the owner of the vehicle including overtime allowance if necessary.
- (ii) The vehicle must have a valid **Contract Carriage Permit** at the cost and responsibility of the owner(s). In case such license is not obtained before submission of offer, the owner(s)/tenderer(s)/ Quotationer(s) will be bound to obtain such license immediately (maximum period to be allowed is 30 (thirty) days) after acceptance of his/her/their offer, If the applicant is yet to receive the permit before issuance of work order he is to submit temporary permit in case he is found lowest and the work is awarded to him.
- (iii) The vehicle must be insured against accident at the cost and responsibility of owner(s).
- (iv) The vehicle MOTOR CAB/ MAXI CAB have to run along metal/ non-metal road & Inspection path over canal bank also.
- (v) All taxes and other relevant charges as per Govt. rules must have to be cleared up at the cost and the responsibility of owner(s).
- (vi) One good speedometer must have to be provided with the vehicle at the cost and responsibility of the owner(s) to show the kilometer of journey.

- (vii) The vehicle will be hired on monthly hiring (per day) basis whose payment will be made by e-payment in favor of the owner on the basis of bill submitted at the end of every month duly checked and passed the Executive Engineer/K.C.Division No.-II, Khatra, Bankura and payment subject to availability of fund.
- (viii) In the case of any emergency during Irrigation period, during Major/Minor work execution period and visiting of V.I.P. s etc. the vehicle with driver should also be kept ready at any time if required. In such case and additional charge @ Rs. 20.00 (Twenty)/ Hours beyond the normal duty hours i.e. 10 Hour per day.
- (ix) Normally hours of duty will be **10(ten)** hours per day (after reporting and up to releasing time). But hours may be extended on emergency duty if required as mentioned in para-6.
- (x) The vehicle will have to be placed with its driver who will be responsible to report for duty with the vehicle at the prefixed station within stipulated time unless otherwise specified. The driver has to be capable of good drive during long period. The nature of driver should be good in behave and manners.
- (xi) Though the vehicle will be hired on monthly basis, no payment will be made for the day if vehicle is on breakdown or any other mechanical fault/or/ and due to the driver. In the event of failure of the driver to attend duty as per prefixed date and time, recovery at double the rate of hire charges for that day/days would be affected. The payment will be made on the basis of no work no pay.
- (xii) In case of every day journey to & from between the 'place of reporting' and 'Garage of the vehicle', maximum 10 Km will be allowed (both ways inclusive).

3. QUOTATION:

- i) Intending Quotations should apply for **Prescribed Quotation Documents** in their respective letter Heads enclosing self-attested copies of the valid documents for ownership and contract carriage permit, certificate of registration viz. blue book, Road Tax clearance upto date, Pollution Certificate, Insurance Certificate upto date, PANetc. Any other related documents may be asked for if required.
- ii) **Prescribed Quotation Documents** consisting of schedule and terms & conditions can be obtained free from the office of the undersigned, within the specified date & time as mentioned below by the intending Tenderers/Quotationers or by their duly authorized Representatives subject to fulfilling eligibility criteria.
- iii) The quotation for rate must have to be submitted only on the **Prescribed Quotation Documents** in the tender box of the Sub-Divisional Officer, K.C. Sub Divn. No. III, Khatra, Bankura with putting full signature within the specified Date & Time.
- iv) Quotation imposing condition by the Quotationer will summarily be rejected.
- v) Quotationer must have to be submitted earnest money/ Security deposit together with Quotation for an amount of **Rs. 2.00 % at total quoted amount** only in the shape of **Demand Draft** of any Scheduled/ Nationalized Bank payable at Khatra/Bankura in favor of the **Executive Engineer, Kangsabati Canals Division No. II, Khatra, Bankura**. Without accompanying such earnest money/Security deposit, quotation will be treated as informal.
- vi) The Earnest Money/ Security deposit of successful Quotationer will be retained in the office of the Executive Engineer, Kangsabati Canals Division No. II, Khatra, Bankura as performance Security deposit till completion of the contractual period.

- vii) Quotation must have to be signed by the owner(s) and in case of partnership firm the same must have to be signed by all the partners or duly authorized person as per registered deed. Copy of partnership deed should be submitted along with application in case of partnership firm.

4. DATE AND TIME LIMIT:

I	Last Date & Time for receiving application seeking issue of Quotation paper from Quotationers.	03.08.2026 upto 3:30 p.m.
II	Last Date & Time for issuing Quotation paper.	04.08.2026 upto 4:30 p.m.
III	Last Date & Time for receiving Sealed Quotation paper	06.08.2026 upto 3:30 p.m.
IV	Date & Time for opening sealed Quotations	06.08.2026 upto 4:00 p.m.

5. TERMS AND CONDITIONS:

- i) The rate is to be quoted both in figures and in words without any overwriting. Any correction therein must have to be attested with the signature of the Owner(s)/ Quotationer(s).
- ii) The rate shall have to be quoted for hire charges per day which should be inclusive of all taxes and Incidental charges, whatever may be, but excluding the cost of fuel i.e. diesel and Mobil oil only for the journey by Departmental Officer.
- iii) The accepted lowest rate will remain valid **Six (6) months** from the date of acceptance of the Quotation.
- iv) Quotation imposing condition by the Quotationers will summarily be rejected.
- v) **The consumption of diesel is allowed @ 12 K.M. (Twelve kilometer) per liter and @ 500 (Five hundred) K.M. per liter of Mobil. The owner will have to bear the cost of fuels and lubricants initially during journey and the cost will be reimbursed at the time of payment within availability of fund.**
- vi) The engagement is purely temporary basis and may be discontinued within one-month notice without assigning any reasons what so ever which no compensation will be paid.
- vii) The owner(s)/ successful Quotationers (s) will have to replace another vehicle having proper License & certificates in case of no placement of vehicle for repairing or other reasons.
- viii) The Executive Engineer/ Kangsabati Canals Div. No. II, Khatra, Bankura reserves the right to accept/ reject any or all of the Quotations without assigning reason thereof.

- ix) The successful Quotationers will have to **execute formal agreement** with the undersigned in appropriate format and relevant documents with in **07 (Seven)** days from the date of issue of letter of acceptance in **WBF No: - 2911** failing which letter of acceptance will be treated as cancelled.
- x) If the agreement is terminated without notice of the one month by the owner, then he will have to pay compensation and that case the deposited earnest money will be forfeited.
- xi) The authority will not have any liability arising out of any accident in running the vehicle whether or not same was caused due to negligence etc. of the driver. The authority will not be liable any damage to the owner, driver or any third party arising out the use of the vehicle.
- xii) **Day to day Logbook will have to be maintained and signed by the driver and the officer using the vehicle.**
- xiii) The owner will be required to produce the bill in triplicate for payment after end of each calendar month.
- xiv) Payment of hire charge of vehicle will be made subject to availability of fund.
- xv) Any further details may be obtained from the office of the Undersigned during the office hours of any working days.

6. DUTY HOURS.

Duty hours are fixed by the transport Department's notification No: -3564-WT/3M-81/98, dated.24.11.2008, but the vehicle should be kept ready for duty any time as and when required by the employer and that too even for Sundays and other holidays.

7. EARMARKING VEHICLE

The vehicle should permanently be earmarked with suitable caption both on front and would be advised by the employer so as to ensure its proper identification during duty hours.

Sd/-

R.K.SARKAR

Sub Divisional Officer
K.C. Sub-Division No.-III
Khatra, Bankura
Date- 17/07/2026

Memo No: 370/1(7)

Copy forwarded for favour of information and wide circulation to: -

- 1) The Superintending Engineer/Kangsabati Circle-I/Bankura
- 2) The Executive Engineer/K.C. Division No.-II/Khatra, Bankura w.r.t. his. No. 786, Date: 15/07/2026.
- 3) The S.D.O/ K.C. Sub Division No.-V, Khatra , Bankura
- 4) The S.D.O/ K.C. Sub Division No.- VIII , Raipur, Bankura
- 5) The S.D.O/ K.C. Sub Division No.- K.L.B. Sub Division No.-II, Mukutmonipur, Bankura.
- 6) The Divisional Accounts Officer /K.C. Division No.-II/Khatra.
- 7) Notice Board of the SDO/KCSD-III , Khatra , Bankura.

Sd/-

R.K.SARKAR

Sub Divisional Officer
K.C. Sub-Division No.-III
Khatra, Bankura

BID- PROFORMA

Name of Work/Supply: "Hiring of 1 (ONE) no. Non A.C. MOTOR CAB/MAXI CAB vehicle (Diesel Car/ Diesel jeep) along with driver on monthly hiring (Per Day) basis for official use by the Executive Engineer, Kangsabati canals Division No-II, Khatra, Bankura."

Ref.: N.I.Q NO: WBIW/ SDO/KCSD-III/NIQ NO - 01 of 2026-27 of the SDO/K.C.SUB-DIVISION NO-III

Name of Owner of the Vehicle	
Address of owner	

STATUS OF VEHICLE:-

1	Registration No. & Date of the Vehicle	
2	Validity of Registration of the vehicle	
3	Year of Manufacture	
4	Brand Name of the vehicle	
5	Emission standard of the vehicle	
6	Road Tax renewed/valid upto	
7	Fitness Tax renewed/valid upto	
8	Insurance Tax renewed/valid upto	
9	Pollution under control certificate Tax renewed/valid upto	
10	Area/ Zone for which permit is granted	
11	Permit valid up to	
12	Permanent account No. (PAN)	

CONTRACT DETAILS: -

Daily hire charge in Rupees to be quoted by Quotationer (Both word & figure)	
Addition charge beyond 10 hours a day (Both word & figure)	

I/We do hereby agree to place above mentioned vehicle for rendering service I performing duties in full satisfaction on hire basis @ Rs.....(.....) only per day in all.

Dated the

Witness

Signature of the quotationer.

Address

Occupation

Name in full (In BLOCK letters)